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Agency Secretary

# Air Resources Board

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Chairman

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Gray Davis  
Governor

## MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco  
Safety Coordinator

DATE: December 6, 2001

SUBJECT: SAFETY MEETING IDEAS – DECEMBER 2001

Suggested issues to discuss during your next meeting are:

### 1 Holiday Crime Prevention

Holidays are a special time of year. Unfortunately, busy people become careless and some people are especially vulnerable to theft and other crimes at this time. Here's some safety tips from the Office of Criminal Justice Planning:

#### Out And About

- Stay alert to your surroundings and people around you.
- Lock your car and close your windows even if you're gone for only a few minutes. Lock your packages in the trunk.
- When waiting for public transportation or rides from friends, do so in a busy, well-lit place.
- Teach your children to ask a store clerk for help should they become separated from you while shopping. Children should never go to a parking lot or to your car alone.
- Avoid carrying large amounts of cash. Use check or credit cards when possible to pay for purchases.
- If your credit cards are lost, stolen, or misused, notify the issuers immediately.

#### At Home

- Lock your doors and windows even if you'll only be away for a few minutes, and give the impression that your house is occupied by leaving on lights and a radio or television.
- Do not put large displays of holiday gifts in view of your windows or doors.
- Use an automatic timer for your lights if you're not home during the holidays. Have a neighbor watch your house and collect your mail and newspapers.

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency

- New gifts should be marked immediately with your driver's license, or California identification number. Ask your local law enforcement agency about Operation Identification.
- Make sure your holiday tree doesn't block doors or passage ways.
- Have your tree mounted on a sturdy base so that small children or pets cannot topple it.
- To keep your tree green, place it in wet sand or in water.
- Make sure that holiday lights are in good working order.
- Never burn wrapping paper in your fireplace.

## 2. **Important Information for those who Drive on State Business**

It is important to know that if you are ever involved in a vehicle accident while on state business, you must complete a Std. Form 270 reporting the accident. This form should be sent/faxed to Cindy Francisco's attention within 24 hours. The Office of Risk and Insurance Management (ORIM) process and settle our vehicle accident claims. They recently moved to a new office—the former Money Store Building: **707 Third Street, 1<sup>st</sup> Floor, West Sacramento, CA 95605**. Their toll free telephone number 1-800-900-3634 did not change; however, their Sacramento telephone number did change to **376-5302**. This should be noted on the Accident Identification Form (Std. 269) which you should have in your glove box or briefcase. There is a perforated portion that can be torn and given to the other driver involved in the accident. This information should be updated prior to giving to them.

## 3. **Child Safety Seats**

Learn more about selecting and installing child safety seats by visiting the National Highway Traffic Safety Administration (NHTSA) website at:

<http://www.nhtsa.dot.gov/people/injury/childps/csr2001/csrhtml/index.html>

This site provides a list of new child restraints and features; new vehicles and Child Safety features; proper tips for installing and using child safety restraints.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.